

Creditor Matrix

How to Convert a Creditor Matrix to a .txt File

The following instructions will guide you to correctly format a creditor matrix and save it as a .txt file.

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and also when applicable, for claims information. The creditor matrix must be in an ASCII file format with an appropriate text extension, such as .txt, before it can be successfully uploaded into ECF.

Creditor Matrix Specifications

- The name and address of each creditor ***cannot be more than five lines***. If a record is more than five lines, the sixth line will be combined with line five and the seventh or eighth lines will be truncated.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified.
- Spaces in the first position of a line will cause an exception report for that creditor record.
- Special characters such as ~, ½ or ^ will cause problems. The #, C/O and & characters have not been reported to cause errors.
- Account numbers or "attention" lines should be placed on the second line of the name/address.
- City, state and ZIP code must be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, et cetera.
- Do not center text, left justify only.

To Save the Creditor Matrix File with a .txt Extension

STEP 1 After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list (See Figure 2-1).



Figure 2-1

STEP 2 Click **Save As** in the drop down list (See Figure 2-2).

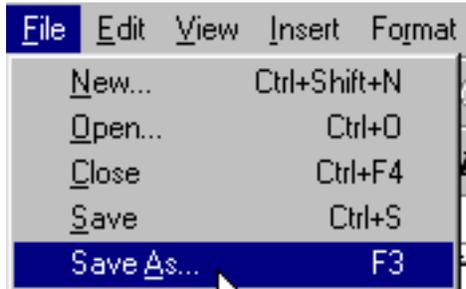


Figure 2-2

Select the Directory to save the file in:

If in Microsoft Word, *Skip to Step 4.*

STEP 3 If in WordPerfect:

- Click the drop down menu arrow (▼) in the **File Type** box (See **Figure 2-3**).

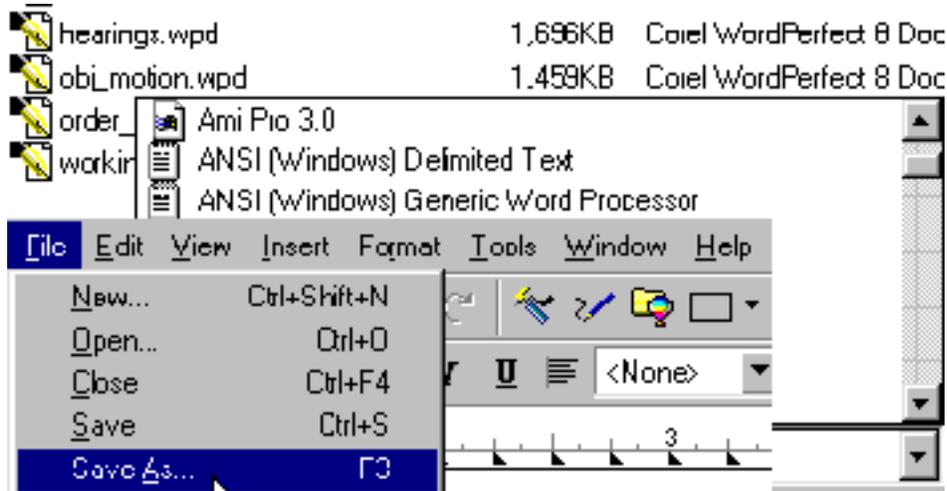


Figure 2-3

- Select the file type **ASCII DOS Text**.

STEP 4 If in Microsoft Word:

- Click on the drop down box arrow (▼) in the **Save As Type** box (See **Figure 2-4**).

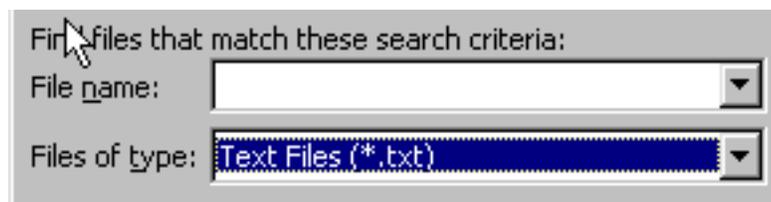


Figure 2-4

- Select the file type of **Text Files (*.txt)** or **Text Only (*.txt)**.

STEP 5 Enter the file name in the **File Name:** box (The system provides the same file name with a .txt extension).

STEP 6 Click the **[Save]** button.

Creditor Matrix Review Program

The Creditor Matrix Review Program checks your creditor matrix file for such errors as unsuitable characters, missing city names, missing zip codes, incorrect spacing and missing or duplicate addresses. This program is available for downloading from our web site.



The Creditor Matrix Review program should be used to check your creditor matrix prior to uploading the matrix to your case in CM/ECF.

Step 1 Go to the court's web site at www.canb.uscourts.gov

- Click the **ECF** button.
- Click the **Reference Desk**.
- Under **Forms & Downloads**, click the **Creditor Matrix Review Program**
- Follow the instructions for downloading the file.
- Once the file is downloaded, a fox icon will appear on your desktop or wherever you designated the program file to be saved.

Step 2 Launch the program by double-clicking on the icon.

- Open the file containing your creditor matrix.
- Press the **Check for Errors** button.
- If any errors are detected you can edit the file and make corrections.
- Repeat the **Continue Processing** until the process is finished.

Note: Please check for errors one more time in case any creditors were missed the first time.